

# State Fleet Management

## Request to Rent a Vehicle

South Carolina Budget and Control Board  
General Services Division  
Office of State Fleet Management  
1022 Senate Street  
Columbia, SC 29201-3160  
Fax (803) 737-1931



Today's Date \_\_\_\_\_

Name of Driver \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail address \_\_\_\_\_

Agency and Division \_\_\_\_\_

Agency ID (if known) \_\_\_\_\_

Authorizing person \_\_\_\_\_

Telephone \_\_\_\_\_

What type of vehicle would you like? (See list of Vehicle Types at right)

First Choice \_\_\_\_\_

Second Choice \_\_\_\_\_

Destination \_\_\_\_\_

Pickup Date \_\_\_\_\_ (Monday to Friday)

Pickup Time \_\_\_\_\_ (between 8:00 AM and 5:00 PM)

Return Date \_\_\_\_\_

Return Time \_\_\_\_\_

### Vehicle Types

- Intermediate sedan
- Compact sedan
- Intermediate station wagon
- Minivan
- Full-size van
- Cargo van

**Note:** You can return a vehicle at any time. The gates are always open. Just slip the keys and credit card into the drop box and leave the notebook under the front seat.

## For Use by State Fleet Management Personnel Only!

### Reservation Confirmation

\_\_\_\_\_  
*Reservation confirmed (signature)*

\_\_\_\_\_  
*Confirmation No.*

\_\_\_\_\_  
*Date*

### Certificate of Non-Availability

\_\_\_\_\_  
*No vehicle is available (signature)*

\_\_\_\_\_  
*Date*